K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

Audit Report

Academic and Administrative Audit (Internal)

(2020-2021)

Report on Academic and Administrative Audit

June 19th -20th, 2021

A committee of internal auditors was constituted by Vice Chancellor of the University to conduct Academic and Administrative Audit of the university.

Auditors of the AAA

1) Dr Pawan Kumar, SBAS
2) Dr Pankaj Gupta, SMAS
3) Dr Inderpreet Kaur, SOLS
4) Dr Richa Nangia, SOMC
5) Ms Puja Acharya, SOET

IQAC
K.R. Mangalam University,
Sohna Road. Gurugram-122103

The Vice Chancellor stressed upon the importance of Academic and Administrative Audit which is must for successful functioning of any educational Institution. He thanked Audit Committee for sparing invaluable time, guidance and suggestions.

Schedule of the Audit

Schools

A. School of Architect and Design (SOAD)
B. School of Engineering and Technology (SOET)
C. School of Management and Commerce (SOMC)
D. School of Journalism and Mass Communication (SJMC)
E. School of Medical and Allied Sciences (SMAS)
F. School of Legal Studies (SOLS)
G. School of Basic and Applied Sciences (SBAS)
H. School of Education (SOED)
I. School of Humanities (SOHS)

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Sohna Road, Gurugram, (Haryana)

Offices

A. Library

B. Registrar Office

C. HR Office

D. Office of Controller of Examination

E. Research and Development Cell (RDC)

F. Corporate Development Cell (CDC)

G. Internal Quality Assurance Cell (IQAC)

The Audit started with the presentation of the university by the Director – Internal Quality Assurance Cell (IQAC), KRMU. She gave a brief account of university processes, including governance, vision and mission of the university, admissions, adoption of outcome-based curriculum, feedback analysis of curriculum, examination processes, academic and research outcome of the university, extension activities carried out by Schools and NSS unit of a university, student's progression, training and placement, alumni association, cultural and sport's endeavours, organization of conferences, faculty development programs and international visits, and environmental measures adopted by the university.

The committee observed that the university's presentation was quite simple and impressive, describing the schools, the faculty, the academic programs, the students, and the support staff.

Findings and Suggestions for SCHOOLs

> ### School of Architecture and Design (SOAD)

Prof Hemani Singh, Dean of SOAD, gave a presentation that included the main components of the curricula, infrastructure, faculty details, and activities carried out by SOAD.

The following were highlighted:

Introduction of real-life projects in studio work, integration of the development of neighbouring communities in project work and introduction of NEP in some programs (B.Sc. Interior Design and Bachelor in Interior Design and Diploma in Interior Design) with lateral entry and exit options

o **Observation for SOAD**
   a. The school must include comprehensive details of IT tools and highlight equipment used for the teaching and learning processes.
   b. School needs to work on Industry Collaboration and motivate faculty for research.

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3

c. School must prepare impactful presentations through videos etc. and upload the contents on the website.

d. School must analyse its deficiencies and come up with action plan to mitigate the same.

➢ School of Engineering and Technology (SOET)

SOET presentation was given by the Dean, SOET including the Vision & Mission of the School, Faculty research credentials, Courses offered, SWOC analysis, Industry Connect and School Highlights with the Specializations offered.

- ## Observation for SOET

  a. Presentation must include details of skill development courses

  b. School must make efforts to attract international students and collaboration

  c. All lab-based Schools were advised to mention year wise details of funds spent on maintaining labs

  d. The presentation must mention the benefits of 3D Printing and the number of students enrolled for the same.

  e. School must apply for NBA and ABET accreditation.

➢ School of Management and Commerce (SOMC)

Dean SOMC gave a brief presentation. The progress made on students' admissions, interdisciplinary learning, teaching-learning process, research performance, infrastructure, and university support was presented. The strengths of SOMC were innovative learning practices of integrating social outreach and project-based learning in the curriculum, industry driven and integrated programs and courses, OBE, alignment of curriculum with Industry 4.0, SDG and progress made towards inclusion of components of NEP.

- ## Observation for SOMC

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a. Faculty must be trained for industry-based subjects through Teacher Capacity Building Programs

b. Schools must apply for accreditation from organizations such as NBA.

c. School must apply for MSME grants for start-up ideas.

d. School must emphasise the execution of skill development courses through open access software and SMM software.

e. School must indicate award /recognition of students and faculty.

f. Details of activities showing efforts of School for outcome-based education and faculty actively involved in consultancy and projects needs to be incorporated in the presentation.

g. Highlight skill development apart from the curriculum.

➢ School of Journalism and Mass Communication (SJMC)

The team visited the School of Journalism and Mass Communication media lab, which includes an audio-visual studio and production control room (PCR). Dean SJMC recorded the audio-visual talk with the external experts on "How to prepare for NAAC." They appreciated the activities of media labs and the maintenance of the daily records. The presentation started with the vision-mission and an organisational structure followed by teaching-learning, research, publication, evaluation process, the school's best practices and future targets. The external members appreciated the best practices of the school like activity-based learning and learning while doing.

o **Observation for SJMC**

a. Lecture Capturing System needs to be highlighted in the departmental PPT

b. Organisational structure should be School focused

c. Mention the credit system in the PPT

d. The department's newsletter must be highlighted

e. Mention the media partners and media association

f. Notice to be circulated regarding the communication and press release as skill development catered by the School in the University

➢ **School of Medical and Allied Sciences (SMAS)**

The Dean gave a presentation on the Academic and Administrative details. The presentation covered the establishment of the departments, Student enrolment details, academic achievements related to faculty and students, student placement records, publications, patent details by faculty, and an outline of the curriculum and courses offered.

o **Observation for SMAS**

   a. Salient features of curriculum to show implementation of OBE (Outcome Based Education) must be mentioned

   b. Mention the industry/hospitals where students are going for internships

   c. Scopus publications must be highlighted in PPT

   d. The process of teaching professional ethics needs to be highlighted in the presentation

   e. Scope of improvement of curriculum, teaching-learning pedagogy and research and action plan for the same needs to be mentioned.

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➢ School of Legal Studies (SOLS)

School of Legal (SOLS) studies presented about the AAA report with a brief about the School. The presentation was given by Dean, SOLS with the Vision and Mission of the school. Discussion on the number of intake and student's enrolment was carried out. The strengths of the school were discussed with focus on LOCF, PSO, PO and CO.

o **Observation for SOLS**

    a. Philosophy of OBE must be highlighted in the school presentation

    b. Alumni contribution to the welfare of the institution must be incorporated

    c. PEO/PO must be displayed on the notice board

    d. The number of consultancies must be increased

➢ School of Basic and Applied Sciences (SBAS)

A brief presentation was made by the School of Basic and Applied Sciences (SBAS) on AAA to the external audit committee of the Dean, SBAS where the presentation included components such as the Vision & Mission of the School, faculty research credentials, courses offered, SWOC analysis, school highlights, curricula and research experience of faculties.

o **Observation for SBAS**

    a. All programs offered by the school are of basic sciences though the school's name is School of Basic and Applied Sciences

    b. Experienced faculty having good qualification is the strength of the school which needs to be included in SWOC analysis.

    c. Include report of conferences and FDPs

    d. Mention the type of skill imparted through skill development courses

    e. Choose awards and recognitions received by students and faculty cautiously and include in the presentation

    f. Plan strategies to increase the number of students in the school

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g. Include list of publications/FDPs/ conferences/capacity development programs in the presentation along with reports

➤ School of Humanities and School of Education

The School of Humanities and Education presentation began with a briefing about the School of Humanities and its key features. That was followed by description of the various programs. Thereafter, the existing faculty details were explained in the presentation. The academic output of the school was discussed along with details of the research publications. The Dean apprised the expert committee of the future agenda in terms of international conferences, MOUs, and events to the expert panel.

o **Observation for SOHS and SOED**

    a. School must incorporate happiness index in the open elective courses.

    b. School must promote interdisciplinary research-based courses and consultancy projects.

    c. More courses that focus on entrepreneurship, research methodology, communication skills, and academic writing need to be incorporated.

Recommendations to Deans

a. SOP pertaining to the process of documentation and ensuring quality should be followed by defining the process in detail. All faculty members should be well versed with the SOP and functioning of their respective departments.

b. The focus of academic programs must be as enumerated in new education policy and must focus on Outcome Based Learning (OBL)

c. HOD and concerned faculty must revisit the CO-PO Of each course and modify the same exhibiting content and quality to achieve OBL, map curriculum activities with OBE (Outcome Based Education) and assure quality and standards of question papers through Bloom's Taxonomy

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d. University must organize FDP/workshop/seminars on OBE (Outcome Based Education) to orient of the faculties for the same

e. Each statement should be supported by the existing data as well as future plans. This must focus on quality improvement, global orientation and adequate infra including human resources, books, exhibits and journals.

f. Each department must display their own academic and ECA, pictures of renowned authors and artists with quotes, future plans, students corners, faculty research, audio video links, faculty profiles, board of honours and similar.

g. Department/School must focus on quality research paper publication and highlight faculties having maximum H index

h. Each School must incorporate their USP's in the presentation.

i. Efforts needs to be made at University and School level for International Accreditation and Recognition

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Findings and Suggestions

➤ **Library**

The AAA team visited the library and the University Head of Library Sciences gave the overview. The team checked the facilities and infrastructure.

o **Observations**

    a. Incorporate Software KOHA (Open source)

    b. Increase circulation of OPEC

    c. Initiate digital library and freely circulate E-learning material

    d. Include open access journals

    e. Create facility for book bank

    f. Increase reference books and text books

    g. Librarian was requested to organize workshops/lectures on Web tools and ethics, such as "how to use Urkund and Drillbit for checking plagiarism" and "how to improve citations", etc.

    h. Display guidelines for Open Education policy

    i. Library must assist faculty on "how to use digital content"

➤ **Registrar Office**

The AAA team visited the Registrar Office where Dr Mahajan, Registrar explained about the university processes.

o **Observation for Registrar's Office**

    a. Maintain Student Query Register at Students' Helpdesk

    b. Student Medical and Accidental Insurance to be carried out on regular intervals

    c. Introduce Student Benevolent Fund Scheme

    d. Increase Student Welfare Fund,

    e. Organise student health check-up camps regularly

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➤ HR Office

The AAA team visited the HR office, the briefing of the same was done by Ms. Suman (HR).

Observation for HR Office given by Audit team-

a. Maintenance of Employee Service Book

b. Updating Examination Result records of faculty in Employee Personal File

c. Updating Research Publication/ Awards records of faculty in Employee Personal File

d. Updating yearly performance report of faculty in Employee Personal File

e. Modification in appointment letter content (Essential duties and Others) in teaching and Non-Teaching appointment letters

f. Introduction of Staff Terminal Benefit

g. Employee Retention Policy to be made (Teaching and Non-Teaching)

➤ Office of COE

The AAA team visited the Office of the Controller of Examination (COE). Dr Manoj Ojha and Controller of Examination Gp. Captain P. Mahajan briefed the team. Dr Ojha showed the examination records and explained the evaluation process adopted by the university. The team was satisfied that the result was declared within the stipulated time.

o Observation for Office of Controller of Examination

a. As the university has adopted outcome-based education, the Examination Department must map course outcomes with program outcomes.

➤ Research and Development Cell

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The AAA team visited the Research and Development Cell, Dr Pawan Kumar Assoc did the briefing of the same. Dean Research. Dr Pawan explained that numerous initiatives have been taken up by university to motivate and promote researchers. Over the period of time, research outcome of university has improved a lot. Number of Memorandum of Understanding (MOUs) have been signed by university/schools and students/faculty are working on various collaborative research projects. The university also organizes FDPs and Conferences to provide a plethora of opportunities for faculty to upgrade their knowledge about current disciplinary and interdisciplinary research and exhibit their research through presentations at conferences. University has recently initiated K.R. Mangalam Entrepreneurship and Innovation Cell (KEIC) which is promoting creative and innovative ideas for entrepreneurship and research amongst students. The university IPR Cell is also very active and provides help to faculty to apply for patents. The team showed satisfaction about the same.

- o **Observation for Research and Development Cell**
  - a. University must showcase the research endeavours of faculty by giving them wide publicity through website and school notice boards
  - b. Motivate faculty to submit research proposals to Govt. and Non-Govt. Agencies for funding
  - c. Facilitate faculty for participation in conferences
  - d. Procure quality journals in library
  - e. Apply for grant to start an incubation centre at university

➤ Corporate Development Cell

The AAA team visited the Corporate Development Cell (CDC), and the briefing was done by Mr. Rajesh (Director, Training and Placement). Mr Rajesh explained the process of conducting a recruitment drive for students. He emphasised that a number of companies visit campus for placement, and a lot of our students have been placed with good pay packages. Mr Neeraj (Training Officer) conducts regular training sessions for students to provide

them skills necessary for placement. A large number of students also go for higher studies in India and abroad.

o **Observation for Corporate Development Cell**

Training and Placement Cell is the centre of any professional institution. University must strive hard to increase placement opportunities for students and keep placement and student progression record systematically.

➢ **Internal Quality Assurance Cell**

Director IQAC explained that IQAC over a period of time, the cell has collected and analysed data as per the NAAC template and a number of initiatives have been undertaken to ensure the quality of teaching-learning process across different schools. IQAC conducts its regular meetings and apprises the university about the deficiencies and progress of the university in the attainment of its objectives. The team showed satisfaction.

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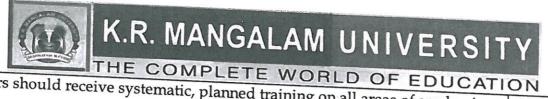# K.R. MANGALAM UNIVERSITY
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Action Taken Report

Academic and Administrative Audit

2019-20

S.No	Suggestions	Action Taken
1.	Periodic surveillance audits may be performed to keep records updated	External Audit should be conducted
2.	More programs, especially at the Postgraduate level, may be started in accordance with NEP and stakeholder requirements.	To be implemented AY 2021-22
3.	All schools may keep specific documents regarding curriculum transactions, including Remedial, Tutorials, Industrial visits, educational tours, etc.	All Deans to comply
4.	The feedback mechanism must be performed and completed with proper directions from IQAC	Implemented
5.	Offer more open electives, skill courses, value education, etc. and mechanisms to monitor the quality of these courses.	Implemented

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1

6.	All teachers should receive systematic, planned training on all areas of academic and extra-academic requirements through FDPs, Conferences, refresher courses, etc.	Implemented
7.	More number of Professional skill development programmes to be organized for the teaching and non-teaching faculty	IQAC to comply
8.	To motivate faculty for enrollment in Ph.D.	HR to send mail to all faculty members
9.	LOCF to be adopted and training must be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously. A monitoring committee may be formed for this purpose.	To be implemented AY 2021-22
10.	To initiate research culture in the campus and motivate and appreciate faculty for quality publications through incentives.	Research Policy and Incentive Scheme to be amended
11.	To encourage UG and PG students for research/Project work.	All Deans to comply
12.	Sensitization programs through extension activities involving students in identified nearby villages to be organized systematically.	Post Covid to be arranged by all concerned

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13.	Trainings may be extended to segments of the administrative staff, such as Office, Security, attenders, Menial and other supportive personal.	Registrar to comply
14.	Soft Skills training shall be provided to enhance staff-student, staff-faculty relationships yearly	DSW to comply
15.	To upgrade existing ICT facilities, more software, Desktops, Wi-fi Speed etc.	Implemented
16.	Career counselling must be intensified to improve the attainment in competitive exams.	CDC to comply
17.	Skill development must be promoted further. There can be collaborations with external agencies like Skill Development Corporation of India.	To be implemented

Submitted by Dr Kiran Bala

Director-IQAC

Date: 15/12/2020

IQAC
K.R Mangalam University,
Sohna Road Gurugram-122103

Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

3

Academic and Administrative Audit Checklist

School Name	
Date of Audit	
Audit Conducted By	

Criterion	Yes	No
Program Objectives		
Are program objectives clearly defined?		
Are objectives aligned with program goals?		
Are objectives measurable and achievable?		
Are objectives regularly reviewed and updated?		
Curriculum		
Is the curriculum up-to-date and aligned with industry standards?		
Are courses relevant to program objectives?		
Is there a balance between theoretical and practical courses?		
Are prerequisites and co-requisites clearly defined?		
Is there a clear progression pathway for students?		
Course Materials		
Are course materials up-to-date and relevant?		
Are textbooks and other resources appropriate?		
Are supplementary materials provided when necessary?		
Teaching Methods		

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Criterion	Yes	No
Are teaching methods effective in achieving learning outcomes?		
Are there opportunities for active learning and student engagement?		
Are appropriate instructional technologies utilized?		
Is there variety in teaching methods to accommodate diverse learning styles?		
Assessment		
Are assessment methods aligned with course objectives?		
Are assessments fair, reliable, and valid?		
Are grading criteria transparent to students?		
Is there a mix of formative and summative assessments?		
Faculty Qualifications and Development		
Are faculty members qualified and competent in their respective fields?		
Are faculty members engaged in ongoing professional development?		
Are teaching evaluations conducted regularly?		
Are faculty encouraged to incorporate innovative teaching methods?		
Infrastructure and Facilities		
Are facilities conducive to learning (e.g., classrooms, laboratories)?		
Is there adequate access to technology and equipment?		
Are facilities maintained and upgraded regularly?		
Is there sufficient space for student activities and		

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Criterion	Yes	No

collaboration?

Feedback and Continuous Improvement

Is there a mechanism for collecting feedback from students and stakeholders?

Are feedback results analyzed and used for improvement?

Are regular reviews and updates conducted to enhance the program?

Accreditation and Compliance

Is the program accredited by relevant accrediting bodies?

Are there any compliance issues with regulatory standards?

Are documentation and records maintained according to accreditation requirements?

Overall Recommendations and Action Plan

Signatures of Auditors: